

## **JOB APPLICATION**

**We are an Equal Opportunity/Reasonable Accommodation Employer**

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| <ul style="list-style-type: none"> <li><u>Do not change the format or layout of this form.</u></li> <li>Type or print neatly in ink.</li> <li>Answer all questions completely.</li> <li>Complete and include all supplemental forms.</li> </ul> | <ul style="list-style-type: none"> <li>Read all information on this application.</li> <li>If you have any questions or problems, please request assistance.</li> </ul> |
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### POSITION DESIRED

Position Applied For:

Salary Requirements:

### PERSONAL DATA

Name:

Address:

City:

State:

Zip:

Home Phone:

Daytime Phone:

E-mail Address:

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

Have you ever worked for Maricopa Association of Governments? ☐ Yes ☐ No

If yes, please give position title and dates:

Are any of your relatives employed by Maricopa Association of Governments? ☐ Yes ☐ No

Name/Relationship:

Driver's license number &amp; state:

Class:

Please list other names you have used:

Have you ever been discharged, requested or forced to resign from any position for misconduct or unsatisfactory service? ☐ Yes ☐ No

If yes, please explain circumstances:

## CRIMINAL BACKGROUND INFORMATION

ALL QUESTIONS MUST BE ANSWERED TRUTHFULLY AND COMPLETELY.

“Crime” as used in this section means any and all felonies, misdemeanors and serious driving offenses, including but not limited to, driving while under the influence of intoxicating liquor (“DUI”) or drugs (“DUI”), extreme DUI, reckless driving, aggressive driving, racing/exhibition of speed, excessive (criminal) speed, leaving the scene of an accident, driving on a suspended, revoked, or refused license, or any other driving offense that is a misdemeanor (i.e., possible penalty for conviction includes imprisonment or jail time). “Crime” does not include minor (civil) traffic offenses. If you are not sure how to answer these questions, please ask Human Resources for assistance.

“Convicted” means that you have been found guilty of a crime by a court or jury, or have pleaded guilty or nolo contendere (“no contest”) to a crime and have been sentenced for a crime, whether imprisoned, incarcerated, placed on probation, fined or received a suspended sentence.

**\*\*NOTE:** A criminal conviction(s) does not constitute an automatic disqualification to employment. Factors considered in this regard include, but are not limited to, age at the time of offense(s), the nature of the offense(s), and the relationship between the offense(s) and job(s) for which you have applied.

Question: Have you ever been convicted of a crime in any domestic, foreign, or military court, regardless of whether the conviction was later set aside or expunged? ☐ Yes ☐ No

If you answered “yes” please give the details of offense(s) for which convicted, date(s) of conviction(s) and jurisdiction(s) (court, city, county, & state). If offense(s) has been set aside or expunged, please give date(s).

Question: In the event that you are hired by MAG and are subsequently convicted of a crime in any court, do you agree to immediately inform MAG of such conviction? ☐ Yes ☐ No

Your failure to make a full and accurate disclosure of any prior conviction(s), or your failure to inform MAG of any subsequent conviction in the event you are hired, will result in immediate termination from employment or the rejection of any pending application or offer for employment. By certifying this application at the end of this document, applicant is signifying his/her agreement to such consequence.

## EDUCATION

High School Diploma: ☐ Yes ☐ No

If no, please indicate highest level completed:

G.E.D.: ☐ Yes ☐ No

College/University	Major	Credit Hours*	Degree**

\*You may include credit hours that you will receive by the end of the current semester.

\*\*If applicable to job, proof of degree from College/University will be required upon hire.

Special Training/Skills – Institution – Business – Tech – Other	Course of Study	Diploma/Hrs. Completed/Date	
List Licenses (date & #), professional registrations (date), certificates and professional memberships:			
List Honors, Awards, Fellowships:			
<b>SKILLS OVERVIEW</b>			
List computer software with which you are familiar:			
Fluent in a language other than English:	Speak:	Read:	Write:
Please summarize relevant skills, abilities, and experience that exemplify your qualifications for the above position:			
Summarize community work (paid or volunteer) including dates:			
<b>EMPLOYMENT HISTORY</b> (You may attach a resume, but do not use as substitute for completing application.)			
Current or most recent employer:		Phone:	
Address:			
Your title:		Number of workers you directly supervised:	
Employment dates	From (mo/yr):	To (mo/yr):	
Supervisor's name/title:			
Starting salary:	Ending:	Hours per week:	

**EMPLOYMENT HISTORY CONTINUED****(You may attach a resume, but do not use as substitute for completing application.)**

Work performed:

Reason for leaving or wanting to change:

May we contact this employer if you are considered for the position? ☐ Yes ☐ No

Employer:

Phone:

Address:

Your title:

Number of workers you directly supervised:

Employment dates

From (mo/yr):

To (mo/yr):

Supervisor's name/title:

Starting salary:

Ending:

Hours per week:

Work performed:

Reason for leaving or wanting to change:

Employer:

Phone:

Address:

Your title:

Number of workers you directly supervised:

Employment dates

From (mo/yr):

To (mo/yr):

Supervisor's name/title:

Starting salary:

Ending:

Hours per week:

Work performed:

Reason for leaving or wanting to change:

EMPLOYMENT HISTORY CONTINUED			
(You may attach a resume, but do not use as substitute for completing application.)			
Employer:			Phone:
Address:			
Your title:		Number of workers you directly supervised:	
Employment dates	From (mo/yr):	To (mo/yr):	
Supervisor's name/title:			
Starting salary:	Ending:	Hours per week:	
Work performed:			
Reason for leaving or wanting to change:			
CONFLICT OF INTEREST – BUSINESS ETHICS			
<p><u>QUESTION MUST BE ANSWERED TRUTHFULLY AND COMPLETELY.</u></p> <p>An employee's outside activities should in no way create the potential for a conflict of interest to develop. A "conflict of interest" is generally described as a situation in which the employee cannot satisfy both his/her own interests and those of Maricopa Association of Governments (MAG), or the surrounding circumstances suggest difficulty in satisfying both interests, which is also known as the "appearance of impropriety." Each MAG employee has an obligation to act in the best interests of MAG. An employee's outside activities should in no way create the potential for a conflict of interest to develop.</p> <p>In all matters pertaining to the operation of the organization, employees should avoid any undisclosed, unapproved relationships or engage in any activities that might involve or lead to personal obligation, which could impair the objectivity of such employee's judgment, or imply to others that favoritism or obligations exist between the organization or its employee and any other party.</p> <p><u>Question:</u> Are you aware of any conflict of interest or potential conflict of interest, as described above, that may exist between you and another party that would affect your employment with MAG? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered "yes" to this question, please explain.</p>			

## OUTSIDE EMPLOYMENT

QUESTION MUST BE ANSWERED TRUTHFULLY AND COMPLETELY.

Employees are discouraged from holding jobs outside of their employment with MAG. Outside employment is to be approved in advance by the Executive Director. All employees will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

If it is determined that an employee's outside work interferes with performance or ability to meet the requirements of their job, the employee may be asked to terminate the outside employment if he/she wishes to remain with MAG. Outside employment that constitutes a conflict of interest is prohibited.

Question: If you are hired by MAG, do you anticipate engaging in outside employment (having another job besides the MAG position)? ☐ Yes ☐ No

If you answered "yes" to this question, please provide the identity of the outside employer, the position that you anticipate holding, and the number of hours you will be working in such position.

## CONDITIONS OF CONSIDERATION FOR EMPLOYMENT

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, or falsifications may be cause for rejection of this application, removal of my application for other open positions, and/or discharge from employment. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

☐ By checking this box and typing, printing, or signing your name below, you certify that you have read and understand the above paragraph.

Name: \_\_\_\_\_

Date: \_\_\_\_\_